

CPC USE ONLY:  
Application # FY2016-2  
Qualifies: \_\_\_\_\_  
Does not qualify: \_\_\_\_\_

## INITIAL ELIGIBILITY PROJECT APPLICATION FORM

**DUE BY DECEMBER 1**

**TOWN OF NEEDHAM**  
**COMMUNITY PRESERVATION COMMITTEE**  
c/o Park & Recreation Department  
500 Dedham Avenue, Town Hall  
Needham, MA 02492  
[www.needhamma.gov/CPC](http://www.needhamma.gov/CPC)

1. **Applicant:** Kate Fitzpatrick, Town Manager  
Lee Newman, Director, Planning and  
Community Development
2. **Applicant's Address, Phone Number and Email:**
- 500 Dedham Avenue  
Needham, MA  
LNewman@needhamma.gov  
**Contact Name:**  
Lee Newman
3. **Purpose:**  
(Please select all that apply)
- ☐ Open Space  
☒ Community Housing  
☐ Historic Preservation  
☐ Recreation
4. **Project Name:** Community Housing Specialist
5. **Project Location/Address/Ownership (Control):**  
Not Applicable
6. **Amount Requested:** \$ \$20,000 annually for 3 years
7. **Estimated Total Project Cost (If Different):** \$ \$60,000
8. **Critical Dates: (If Applicable)**

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**Project Name:** Community Housing Specialist

**9. Project Summary: In 100 words or less provide a brief summary of the project:**

See Attachment A

**10. Community Need: In 100 words or less provide a brief statement of the need for and the benefits to the community.**

See Attachment A

**Note:** *This application enables the Community Preservation Committee to review the request to assess eligibility. You shall be notified by January 1 of your eligibility. If eligible you will be requested to supply additional information by February 1.*

**Attachment A**  
**Community Preservation Application**  
**Community Housing Specialist**

**9. Project Summary: In 100 words or less a brief summary of the project.**

Continued funding for the Community Housing Specialist position that has provided the Town's Planning and Community Development Department with the in-house capacity to coordinate a wide-range of issues related to affordable housing development and preservation is hereby requested. In FY2013, the Department secured funding through the CPA for a part-time Community Housing Specialist in the amount of \$70,000. CPA funding for the part-time position was anticipated to cover the salary expense associated with the position for a period of two years. The CPA allocation for the Community Housing Specialist position will be exhausted as of January 2016. Accordingly, an appropriation of \$17,000 was secured at the May 2015 Annual Town Meeting to fund the position for the remainder of the 2016 Fiscal Year. Funding of the part-time position through a combination general fund/CPA allocation is now requested for FY2017, FY2018 and FY2019 with half of the position's funding being secured through CPA and the remainder half through a general fund allocation.

The Community Housing Specialist provides administrative and technical support relating to affordable housing issues, coordinates the efforts of various town boards and committees to develop affordable housing opportunities, and assists in the implementation of the Town's Community Housing Plan. Working under the Planning and Community Development Director, the main functions of the position are as follows:

1. Coordinate and/or conduct planning and feasibility studies for new affordable housing development.
2. Monitor local housing units on the state's Subsidized Housing Inventory to assure compliance with affordable housing restrictions.
3. Assist Town boards and committees and private housing developers during the pre-application process for new affordable housing.
4. Provide technical support and assistance during the application process and the review and approval process under M.G.L. Chapter 40B.
5. Initiate and pursue collaborative efforts among local, state, federal, and private agencies and parties to implement the Town's housing-related plans or studies.
6. Prepare and coordinate applications for state and federal resources including housing grants, loans, other assistance and public services.
7. Promote, monitor and oversee housing projects throughout the required community application process, including public approvals and permitting, and through closing, construction, and sales.
8. Serve as staff resource to an Affordable Housing Committee or Municipal Housing Trust to be appointed by the Board of Selectmen.
9. Serve as the Town's representative to the West Metro HOME Consortium; attending all meetings and preparing all budgets, grant applications, requisitions and the Annual Action Plan.

**10. Community Need: In 100 words or less a brief statement of the need for the benefits to the community.**

In addition to the items identified under Section 9 above, funding of the position will enable the Town to remain competitive with other West Metro HOME Consortium communities in securing HOME Program funds for affordable housing development. Beginnings in FY 2014 HOME funds not spent by a member community during the year have been placed in a pool to be awarded on a competitive basis. Previously

Needham was able to allow its funds to accumulate over a period of five to six years so that a critical mass could be developed to support a desired project. As this strategy is not currently, available it is felt that having a Housing Specialist on staff would give Needham the required professional capacity to compete for funding with other Consortium communities that already have in-house staff support.

Additionally, funding of the Community Housing Specialist position will further enable the Town to effectively monitor the local housing units on the state's Subsidized Housing Inventory (SHI) to assure compliance with affordability restrictions. The monitoring function had been split among a number of entities and lacked centralized oversight and accountability. Placing the monitoring functions solely with the Housing Specialist position assures that the desired centralized oversight function is met and further allows for an easier and more predictable process for those wishing to sell or rent deed restricted affordable housing units.